

**DRAFT**  
**Charter for BLM Planning Board of Directors**  
**National Planning Support Team**

**ROLE**

The Planning Board of Director's (Board) is made up of field and headquarters senior leaders who serve to:

- ~ provide necessary leadership and guidance to the National Planning Support Team (NPST);
- ~ facilitate tactical, programmatic implementation of the BLM Planning Initiative;
- ~ share information and practices that will result in improvement and consistency across the Bureau;
- ~ advise on budget matters related to planning, especially related to the Time Sensitive Plans (TSP);
- ~ investigate planning related policy issues and develop and implement decisions; and,
- ~ serve as a communication link between the Bureau's Executive Leadership Team (ELT) and the NPST.

**DELEGATIONS OF AUTHORITY**

Nothing in this charter changes the delegations of authority for the Board members.

**MEMBERSHIP**

The Board consists of the State Directors of Alaska, Oregon, Utah, and Wyoming; the Assistant Directors for Renewable Resources and Planning (AD-200) and Resource Use and Protection (AD-300); the Director of the National Landscape Conservation System (WO-170); the Associate State Director, AZ; the Director, Office of Fire and Aviation; and the Group Manager for Planning. The Project Manager for the NPST will serve as an ex-officio member.

**MEETINGS**

- ~ The Board will convene as needed, mostly through conference calls, to support the Bureau's accomplishment of the TSPs.
- ~ Calls will be scheduled by the Chair, through the Project Manager, on an as needed basis or as requested by a Board Member.
- ~ Notes of each meeting will be summarized in sufficient detail to capture major discussion items, decisions/recommendations/advice and assignments.

**ORGANIZATION AND SUPPORT**

- ~ The AD-200 will serve as Chair.
- ~ Support will be provided by the Project Manager and WO-210.

**CHAIR**

- ~ Provides general leadership to the Board as needed.
- ~ Schedules and conducts meetings, usually through the Project Manager.
- ~ Makes assignments to other members as necessary to carry out the roles and responsibilities of the Board.

**CO-CHAIR**

- ~ Will be designated by the Chair if needed. Would serve in all capacities in the Chair's absence.

## **EXECUTIVE SECRETARY**

- ~ The Project Manager will serve as executive secretary to:
  - ~ Maintain list of members.
  - ~ Distribute agendas, meeting notes, and other information as needed
  - ~ Track assignments
- ~ The Project Manager will distribute meeting notes and review materials to the ELT to facilitate the Board's liaison role with the ELT. Any member of the ELT can provide comments to the Board through a Board Member or the Project Manager at any time.

## **DECISION/RECOMMENDATION/ADVICE PROCESS**

~ The Board members do not make decisions beyond the scope of the current delegations of authority and mostly will make recommendations to the Assistant Directors and ELT or advise the Project Manager in all aspects of planning to support the accomplishment of the time sensitive plans. The members will discuss and work all matters brought before the Board. The Board's final recommendations or advise on the matter under consideration must receive support by all members, or a majority of the members supporting the recommendation with the remaining members being neutral on the subject.

~ Recommendations on Bureau policy, budget and other aspects of the Board's role will be presented by the Chair to the Deputy Director, the Director, or the ELT when appropriate.

## **COMMITTEE OPERATIONS**

The Board will operate as a self-directed work team, using a collaborative approach to conduct business.

## **OPERATING PROTOCOLS**

Meeting participants are expected to attend all scheduled sessions (meetings or phone calls). When Board members cannot participate, they can provide input via e-mail or through another Board Member. Alternates may be used on an occasional basis at the discretion of the Board member.

## **LENGTH OF MEMBERSHIP**

All members will serve for three years. The chair, in consultation with the Board, can appoint additional members as needed.

## **CHARTER REVIEW**

The Board will review this Charter as well as the effectiveness of the Board at the end of each year. At that time, the Board will decide if changes to the Charter are necessary and evaluate if the Board should be continued for another year.

Approved by:

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Henri Bisson  
Assistant Director, Renewable Resources and Planning

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Date